

EXPENSE TYPES

The following list of Expense Types found in the Mi Time and Expense System is current as of 05/07/2010.

For ease of entry, expense types are sorted in the dropdown list within the system as follows: In State Expense Types, Out of State Expense Types, Other Travel Related Expense Types, Non-Travel Related Expense Types, Moving Expense Types.

Auto-filtering exists within the Mi Time and Expense System allowing users of the system to begin entry of the data element desired and automatically reducing the dropdown list in the system to items beginning with the entered letters. For example, if a user enters "Lun..." into the expense type field, the drop down list will be reduced to those expense types beginning with "Lun".

Expense Type Code	Expense Type Desc	Pay Type	Comments Required	Taxable
0100	Breakfast - In State Taxable	WITM	N	Y
0101	Breakfast - In State Non Taxable	WINM	N	N
0102	Breakfast, Select City-In State Taxable	WITM	N	Y
0103	Breakfast, Select City-In State Non Tax	WINM	N	N
0125	Lunch - In State Taxable	WITM	N	Y
0126	Lunch - In State Non Taxable	WINM	N	N
0127	Lunch, Select City - In State Taxable	WITM	N	Y
0128	Lunch, Select City-In State Non Taxable	WINM	N	N
0129	Lunch, Group - In State Taxable	WITO	Y	Y
0130	Lunch, Group - In State Non Taxable	WINO	Y	N
0150	Dinner - In State Taxable	WITM	N	Y
0151	Dinner - In State Non Taxable	WINM	N	N
0152	Dinner, Select City - In State Taxable	WITM	N	Y
0153	Dinner, Select City-In State Non Taxable	WINM	N	N
0175	Midnight Lunch - In State Taxable	WITM	N	Y
0176	Midnight Lunch - In State Non Taxable	WINM	N	N
0177	Midnight Lunch, Sel City-In State Tax	WITM	N	Y
0178	Midnight Lunch, Sel City-InState Non Tax	WINM	N	N
0200	Meals, All Day - In State Taxable	WITM	N	Y
0201	Meals, All Day - In State Non Taxable	WINM	N	N
0202	Meals, All Day, Select City-In State Tax	WITM	N	Y
0203	Meals, All Day, Sel City-In State NonTax	WINM	N	N
0300	Breakfast - Out of State Taxable	WOTM	N	Y
0301	Breakfast - Out of State Non Taxable	WONM	N	N
0302	Breakfast, Select City-Out of State Tax	WOTM	N	Y
0303	Breakfast, Sel City-Out of State Non Tax	WONM	N	N
0325	Lunch - Out of State Taxable	WOTM	N	Y
0326	Lunch - Out of State Non Taxable	WONM	N	N
0327	Lunch, Select City-Out of State Taxable	WOTM	N	Y
0328	Lunch, Select City-Out of State Non Tax	WONM	N	N
0350	Dinner - Out of State Taxable	WOTM	N	Y
0351	Dinner - Out of State Non Taxable	WONM	N	N
0352	Dinner, Select City-Out of State Taxable	WOTM	N	Y
0353	Dinner, Select City-Out of State Non Tax	WONM	N	N
0354	Lunch, Group - Out of State Taxable	WOTO	Y	Y
0355	Lunch, Group - Out of State Non Taxable	WONO	Y	N
0375	Midnight Lunch - Out of State Taxable	WOTM	N	Y
0376	Midnight Lunch-Out of State Non Taxable	WONM	N	N
0377	Midnight Lunch, Sel City-Out of Stat Tax	WOTM	N	Y
0378	Midnight Lunch, SelCity-Out of ST NonTax	WONM	N	N
0400	Meals, All Day - Out of State Taxable	WOTM	N	Y
0401	Meals, All Day-Out of State Non Taxable	WONM	N	N
0402	Meals, All Day, Se City-Out of State Tax	WOTM	N	Y
0403	Meals, All Day, Sel Cty-Out of ST NonTax	WONM	N	N

Expense Type Code	Expense Type Desc	Pay Type	Comments Required	Taxable
0500	Mileage, Standard - In State Taxable	WITI	N	Y
0501	Mileage, Standard - In State Non Taxable	WINI	N	N
0550	Mileage, Premium - In State Taxable	WITI	N	Y
0551	Mileage, Premium - In State Non Taxable	WINI	N	N
0650	Mileage, Standard - Out of State Taxable	WOTI	N	Y
0651	Mileage, Standard-Out of State Non Tax	WONI	N	N
0700	Mileage, Premium - Out of State Taxable	WOTI	N	Y
0701	Mileage, Premium-Out of State Non Tax	WONI	N	N
0800	Lodging - In State Taxable	WITL	N	Y
0801	Lodging - In State Non Taxable	WINL	N	N
0802	Lodging, Select City - In State Taxable	WITL	N	Y
0803	Lodging, Select City-In State Non Tax	WINL	N	N
0806	Per Diem, Full Day - In State Taxable	WITO	N	Y
0807	Per Diem, Full Day-In State Non Taxable	WINO	N	N
0900	Lodging - Out of State Taxable	WOTL	N	Y
0901	Lodging - Out of State Non Taxable	WONL	N	N
0902	Lodging, Select City-Out of State Tax	WOTL	N	Y
0903	Lodging, Select City-Out of State NonTax	WONL	N	N
0906	Per Diem, Full Day-Out of State Taxable	WOTO	N	Y
0907	Per Diem, Full Day-Out of State Non Tax	WONO	N	N
1000	Airfare - In State Taxable	WITO	Y	Y
1001	Airfare - In State Non Taxable	WINO	Y	N
1100	Airfare - Out of State Taxable	WOTO	Y	Y
1101	Airfare - Out of State Non Taxable	WONO	Y	N
1200	Parking Lot Fee - In State Taxable	WITO	N	Y
1201	Parking Lot Fee - In State Non Taxable	WINO	N	N
1202	Parking, Meter - In State Taxable	WITO	N	Y
1203	Parking, Meter - In State Non Taxable	WINO	N	N
1300	Parking Lot Fee - Out of State Taxable	WOTO	N	Y
1301	Parking Lot Fee-Out of State Non Taxable	WONO	N	N
1302	Parking, Meter - Out of State Taxable	WOTO	N	Y
1303	Parking, Meter-Out of State Non Taxable	WONO	N	N
1400	Tolls, Road - In State Taxable	WITO	N	Y
1401	Tolls, Road - In State Non Taxable	WINO	N	N
1430	Tolls, Bridge - In State Taxable	WITO	N	Y
1431	Tolls, Bridge - In State Non Taxable	WINO	N	N
1550	Tolls, Road - Out of State Taxable	WOTO	N	Y
1551	Tolls, Road - Out of State Non Taxable	WONO	N	N
1580	Tolls, Bridge - Out of State Taxable	WOTO	N	Y
1581	Tolls, Bridge - Out of State Non Taxable	WONO	N	N
1700	Conference Fee - In State Taxable	WITO	Y	Y
1701	Conference Fee - In State Non Taxable	WINO	Y	N
1750	Training Fee - In State Taxable	WITO	Y	Y
1751	Training Fee - In State Non Taxable	WINO	Y	N
1800	Meeting, Room Rentals - In State Taxable	WITO	Y	Y
1801	Meeting, Room Rentals-In State Non Tax	WINO	Y	N
1802	Meeting, Guest Meals - In State Taxable	WITO	Y	Y
1803	Meeting, Guest Meals-In State Non Tax	WINO	Y	N
1850	Conference Fee - Out of State Taxable	WOTO	Y	Y
1851	Conference Fee-Out of State Non Taxable	WONO	Y	N
1900	Training Fee - Out of State Taxable	WOTO	Y	Y
1901	Training Fee - Out of State Non Taxable	WONO	Y	N
1950	Meeting, Room Rentals-Out of State Tax	WOTO	Y	Y
1951	Meeting, Room Rentals-Out of Stat NonTax	WONO	Y	N
1952	Meeting, Guest Meals-Out of State Tax	WOTO	Y	Y
1953	Meeting, Guest Meals-Out of State NonTax	WONO	Y	N
2000	Incidental Costs-In State Taxable	WITO	Y	Y
2001	Incidental Costs-In State Non Taxable	WINO	Y	N

Expense Type Code	Expense Type Desc	Pay Type	Comments Required	Taxable
2002	Incidental Cost,Select City-In State Tax	WITO	Y	Y
2003	Incidental Cost, Sel City-In ST Non Tax	WINO	Y	N
2100	Incidental Costs - Out of State Taxable	WOTO	Y	Y
2101	Incidental Costs - Out of State Non Tax	WONO	Y	N
2102	Incidental Costs, Sel City-Out State Tax	WOTO	Y	Y
2103	Incidental Cost, Sel Cty-Out of ST No Tx	WONO	Y	N
2200	Taxicab - In State Taxable	WITO	N	Y
2201	Taxicab - In State Non Taxable	WINO	N	N
2202	Vehicle Rental - In State Taxable	WITO	Y	Y
2203	Vehicle Rental - In State Non Taxable	WINO	Y	N
2220	Telephone, Travel-Room-In State Taxable	WITO	Y	Y
2221	Telephone, Travel-Room-In State Non Tax	WINO	Y	N
2260	Train Fees - In State Taxable	WITO	Y	Y
2261	Train Fees - In State Non Taxable	WINO	Y	N
2262	Luggage Fee - In State Taxable	WITO	Y	Y
2263	Luggage Fee - In State Non Taxable	WINO	Y	N
2266	Gas/Fuel, Travel - In State Taxable	WITO	Y	Y
2267	Gas/Fuel, Travel - In State Non Taxable	WINO	Y	N
4090	MDOT- Reduce Per Diem Full Day-Taxable	WITO	N	Y
4091	MDOT-Reduce Per Diem Full Day-Non Tax	WINO	N	N
4092	MDOT- Reduce Per Diem Lodging- Taxable	WITM	N	Y
4093	MDOT-Reduce Per Diem Lodging-Non Taxable	WINM	N	N
4094	MDOT- Reduce Per Diem Breakfast-Taxable	WITM	N	Y
4095	MDOT- Reduce Per Diem Breakfast-Non Tax	WINM	N	N
4096	MDOT - Reduce Per Diem Lunch - Taxable	WITM	N	Y
4097	MDOT- Reduce Per Diem Lunch-Non Taxable	WINM	N	N
4098	MDOT - Reduced Per Diem Dinner - Taxable	WITM	N	Y
4099	MDOT-Reduced Per Diem Dinner-Non Taxable	WINM	N	N
4100	Taxicab - Out of State Taxable	WOTO	N	Y
4101	Taxicab - Out of State Non Taxable	WONO	N	N
4102	Vehicle Rental - Out of State Taxable	WOTO	Y	Y
4103	Vehicle Rental-Out of State Non Taxable	WONO	Y	N
4120	Telephone, Travel-Room-Out of State Tax	WOTO	Y	Y
4121	Telephone, Travel-Room-Out of ST Non Tax	WONO	Y	N
4160	Train Fees - Out of State Taxable	WOTO	Y	Y
4161	Train Fees - Out of State Non Taxable	WONO	Y	N
4162	Luggage Fee - Out of State Taxable	WOTO	Y	Y
4163	Luggage Fee - Out of State Non Taxable	WONO	Y	N
4166	Gas/Fuel, Travel - Out of State Taxable	WOTO	Y	Y
4167	Gas/Fuel, Travel-Out of State Non Tax	WONO	Y	N
5996	Other Travel Reimb - In State Taxable	WITO	Y	Y
5997	Other Travel Reimb-In State Non Taxable	WINO	Y	N
5998	Other Travel Reimb - Out of State Tax	WOTO	Y	Y
5999	Other Trav Reimb - Out of State Non Tax	WONO	Y	N
6000	Boots - Non Taxable	WINO	Y	N
6001	Protective Eyewear - Non Taxable	WINO	Y	N
6002	Prescription Eyeglasses - Non Taxable	WINO	Y	N
6003	Sample - Non Taxable	WINO	Y	N
6004	Evidence - Non Taxable	WINO	Y	N
6005	Telephone- Pay Phone - Non Tax	WINO	Y	N
6006	Notary Public Fees - Non Taxable	WINO	Y	N
6007	Organization Dues & Memberships-Non Tax	WINO	Y	N
6008	Internet - Non Taxable	WINO	Y	N
6009	Food & Beverages, Meeting - Non Taxable	WINO	Y	N
6010	Cell Phone - Non Taxable	WINO	Y	N
6011	Postage - Non Taxable	WINO	Y	N
6012	Copies - Non Taxable	WINO	Y	N
6013	Fax - Non Taxable	WINO	Y	N

Expense Type Code	Expense Type Desc	Pay Type	Comments Required	Taxable
6014	Supplies - Non Taxable	WINO	Y	N
7499	Other Expense Reimb - Non Taxable	WINO	Y	N
7500	Boots - Taxable	WITI	Y	Y
7501	Protective Eyewear - Taxable	WITI	Y	Y
7502	Prescription Eyeglasses - Taxable	WITI	Y	Y
7503	Sample - Taxable	WITI	Y	Y
7504	Evidence - Taxable	WITI	Y	Y
7505	Telephone - Pay Phone - Tax	WITI	Y	Y
7506	Internet - Taxable	WITI	Y	Y
7507	Food & Beverages, Meeting - Taxable	WITI	Y	Y
7508	Cell Phone - Taxable	WITI	Y	Y
7509	Postage - Taxable	WITI	Y	Y
7510	Copies - Taxable	WITI	Y	Y
7511	Relocation Expense - Breakfast-Taxable	WITI	N	Y
7512	Relocation Expense - Lunch - Taxable	WITI	N	Y
7513	Relocation Expense - Dinner - Taxable	WITI	N	Y
7514	Relocation Expense - Lodging - Taxable	WITI	N	Y
7515	Relocation Exp - Mileage, Standard-Tax	WITI	N	Y
7516	Relocation Exp - Mileage, Premium - Tax	WITI	N	Y
7517	Relocation Exp-Incidental Expense - Tax	WITI	N	Y
7518	Fax - Taxable	WITI	Y	Y
7519	Supplies - Taxable	WITI	Y	Y
8999	Other Expense Reimbursement - Taxable	WITI	Y	Y
9000	Move, Cost - Non Taxable	WMEN	Y	N
9001	Move, Travel Costs - Non Taxable	WMEN	Y	N
9002	Move, Lodging - Non Taxable	WMEN	Y	N
9003	Move, Storage - Non Taxable	WMEN	Y	N
9004	Move, Other - Non Taxable	WMEN	Y	N
9500	Move, Cost - Taxable	WMET	Y	Y
9501	Move, Travel Costs - Taxable	WMET	Y	Y
9502	Move, Lodging - Taxable	WMET	Y	Y
9503	Move, Storage - Taxable	WMET	Y	Y
9504	Move, Meals - Taxable	WMET	Y	Y
9505	Move, House Hunting, Taxable	WMET	Y	Y
9506	Move, Temp Living - Taxable	WMET	Y	Y
9507	Move, Residence Sale - Taxable	WMET	Y	Y
9508	Move, Other - Taxable	WMET	Y	Y